

**Executive Board Meeting held on Saturday 26th February 2011
National Volleyball Centre, Kettering**

MEETING MINUTES

Minutes prepared by	: Marylyn Stephens
Circulation	: Executive Board, Senior Management Team Commission Presidents
Distribution	: From Lisa Wainwright

EB/10-11/28	<p>Directors present and apologies for absence</p> <table> <tr> <td>Richard Callicott (RC)</td> <td>President</td> </tr> <tr> <td>Brian Stalker (BS)</td> <td>Vice-President</td> </tr> <tr> <td>John Boughton (JB)</td> <td>Finance Director</td> </tr> <tr> <td>Keith Nicholls (KN)</td> <td>Technical Director</td> </tr> <tr> <td>Richard Dobell (RD)</td> <td>Playing Director</td> </tr> <tr> <td>Marzena Bogdanowicz (MB)</td> <td>Marketing Director</td> </tr> <tr> <td>Janet Inman (JI)</td> <td>Development Director</td> </tr> </table> <table> <tr> <td>Lisa Wainwright (LW)</td> <td>Chief Executive</td> </tr> <tr> <td>Martin Lindsey (ML)</td> <td>Head of Operations</td> </tr> <tr> <td>Stuart Johnson</td> <td>Head of Development</td> </tr> </table> <p>Apologies:</p> <table> <tr> <td>Jilly Holroyd, Sport England</td> </tr> <tr> <td>Gordon Neale, Co-opted Disability</td> </tr> <tr> <td>Craig Handford, Head of Technical Development/Excel</td> </tr> </table>	Richard Callicott (RC)	President	Brian Stalker (BS)	Vice-President	John Boughton (JB)	Finance Director	Keith Nicholls (KN)	Technical Director	Richard Dobell (RD)	Playing Director	Marzena Bogdanowicz (MB)	Marketing Director	Janet Inman (JI)	Development Director	Lisa Wainwright (LW)	Chief Executive	Martin Lindsey (ML)	Head of Operations	Stuart Johnson	Head of Development	Jilly Holroyd, Sport England	Gordon Neale, Co-opted Disability	Craig Handford, Head of Technical Development/Excel
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In **bold** – voting members

The meeting commenced at 10.00

EB/10-11/28 Apologies

28.01 Apologies noted from Jilly Holroyd, Gordon Neale and Craig Handford.

Action

EB/10-11/29 Approval of Minutes

29.01 After clarification of a number of points minuted and corrections made in Matters Arising below the minutes of the Board Meeting held on 28th January 2011 were proposed by Brian Stalker and seconded by Marzena Bogdanowicz as a true and accurate recording of the meeting.

EB/10-11/30 Matters Arising

- 30.01 **Previous Minutes Amendment – EB/10-11/16 Page 3, Paragraph 3 should read;** At the suggestion of Marzena Bogdanwicz there will be an objective for a corporate (potential sponsor) meeting to be scheduled by Rob Harding for Lisa Wainwright to have the opportunity to speak face to face with corporate companies regarding opportunities for involvement in the sport. **RH**
- 30.02 Marzena Bogdanwicz to highlight which corporate companies are to be targeted. **MB**
- 30.03 **Previous Minutes Amendment – EB/10-11/28 Page 6, Paragraph 5 should read;** The mileage rate for professional staff will be increased from 25 pence to 30 pence with effective from the 1st April 2011. The mileage rate for volunteers and Board Members will be dealt with separately following wider research on the impact on Commissions. **JB/EF**
- 30.04 Follow up with Jilly Holroyd, to ascertain Sport England’s definition of an ‘Expert’ and all other terms used in Skills Matrix. **LW**
- 30.05 Brian Stalker is to produce a new proforma to be completed by Commissions to be presented at future Board Meetings. **BS**
- 30.06 The planned Sitting Volleyball overview to be presented to the Board by Gordon Neale is to be rescheduled for the next Board Meeting on the 21st May 2011 due to a review of the Paralympic Qualifying Criteria and other Sitting Volleyball commitments. **GN**
- 30.07 Keith Nicholls has been in contact with 3 design companies seeking free advice on designing prototype posts to be used on sand courts as those presently available are costly. There will be costs in the region of £10000 to pursue a prototype. Funding opportunities will be explored to fund a prototype. The Board agreed that if there any monies surplus in the capital budget at the year end it can be allocated. Investigations of Small Grants and the Football Foundation to looked into. **KN/SJ**
- 30.08 An electronic copy of the Technical Guidance Notes for “Sand Facilities” to be made available. **RH**
- 30.09 Richard Callicott reiterated to the Board that **all Board Papers** are to be circulated electronically and in hard copy **10 days prior** to the meeting. 7 days would be accepted with extenuating circumstance. Any less notice the papers will not be accepted. Any additional Agenda items submitted after the cut off date can be put forward in Any Other Business and may be accepted by the President for discussion - time permitting. **ALL**
- 30.10 A reminder of Board Meetings and Joint Strategy Implementation Meetings to be sent to attendees 2 weeks prior of the meeting. **MS**
- 30.11 A Facebook and Twitter Policy to be written as guidance to staff and volunteers. **ML**
- 30.12 Following the British Volleyball Federation Board Meeting in March Richard Callicott will present a paper at the 21st May 2011 Board Meeting outlining the position of fundraising. **RC**

EB/10-11/31 Go Spike Presentation

- 31.01 In response to comments from Sport England, following the Active People Survey that we as an organisation are failing to increase adult participation the Go Spike Campaign has been developed to address this issue.
- 31.02 Stuart Johnson and Marzena Bogdanwicz presented the Go Spike presentation.
- 31.03 Volleyball is the only high energy, zero body contact, mixed team sport you can play indoors and outdoors – whatever your ability and we need to make sure the public hears about it and encouraging new adult players.
- 31.04 The strategy of the Go Spike Campaign is to:
- Inspire
 - Convert
 - Retain
- 31.05 We can inspire by using the channels we already have at our disposal:
- Festivals and Shows
 - Holidays/Camping
 - Local Authority Events
 - Beach Hub Sites
 - Piggy Backing on other sports eg. SkyRide, Pit Stop and Big Dip
- 31.06 The casual, no commitment feeling to sport seems to be the most successful avenue to sport at present and hopefully then retaining some of the new participants who will progress into joining local clubs.
- 31.07 Encouraging adults to return to sport by offering short courses over a few weeks with limited commitment is another avenue which has proved successful with netball which encouraged young girls and women to play netball again providing exercise and a social aspect.
- 31.08 The key considerations of the campaign are:
- A full analysis and evaluation of all opportunities needs to be taken
 - Liaison with existing organisations/stakeholders
 - Focus on the biggest wins with the highest impact at least cost
 - Resource to delivery each event
 - Cost of each event/activity
 - Data capture is essential
 - Potential of converting and retaining legacy
 - Marketing and promotional support/collateral
 - Use existing events at the next step
- 31.09 The main Go Spike focus areas will be:
- External Festivals
 - On the Beach and in the Park
 - Go Spike Hubs
 - Universities
 - Team to Club
 - Go Camping

- 31.10 Following the presentation the Board approved the Go Spike Campaign working within the budget constraints.
- 31.11 The Go Spike presentation was also presented later in the day to the Commission Presidents at the Joint Strategy and Implementation Committee Meeting.

EB/10-11/32 Delivery Plan Q3 & Delivery Plan 2011/12

- 32.01 Lisa Wainwright presented the Q3 Delivery Plan.
- 32.02 Quarter 3 shows green in majority of areas with no significant risk the business. The small amount of reds showing are in the Child Protection area which Janet Inman is assisting with. **JI**
- 32.03 HEVO (Intervention 2) has moved on considerably from Red to Green as a result of focussed work from Zoe Matusiak who has recently taken on responsibility for this intervention. Keith Nicholls expressed concern with regard to the strategy being used and has passed on positive feedback to assist Zoe to target Freshers, 2nd Years and to tune into the Academic year focussing on the Easter term. Every opportunity to promote the game at the Student Cup will be taken as it is the biggest vehicle for promotion. **SJ/ZM**

Delivery Plan 2011/12

- 32.04 The main emphasis of the Delivery Plan is to increase adult participation in volleyball through the Go Spike Campaign.
- 32.05 A restructuring of professional staff has taken place to facilitate the campaign and will see the role of Club Development Coaches changing slightly to enable concentration on adult participation during the summer months. **SJ**
- 32.06 A dedicated Young Person Officer will also be recruited. **SJ**
- 32.07 Volleyfest and Beachfest will no longer exist with the event being coming under the umbrella of Outdoor Activities.
- 32.08 Rob Harding, Marketing Manager is working to produce a commercial paper for the whole business which will be presented at the 21st May Board Meeting. **RH**
- 32.09 A list produced by Marzena Bogdanowicz outlining Topline Sponsor updates was handed out to the Board. Marzena confirmed that considerable work is being carried out to secure sponsors with the emphasis on the smaller brands who would like an identity associated with sport portraying fun, social and being active. The larger corporate companies would not perceive that we would give value. **MB/RH**

Club Coach Fund

Enhanced Environments

- 32.10 The original Club Coach Fund expires at the end of March 2011 with the new plan taking its place funded via the Whole Sport Plan Award.
- 32.11 49 clubs, 9 x 4 regional and 6 divisional programmes have participated and received supporting including National club development workshop.

- 32.12 All regional/divisional programmes have been provided with kit, new balls and ball trolley.
- 32.13 2 Centres have been identified for training and focused resource ie. Ashcombe and Leeds Metropolitan.
- 32.14 Club and regional training environments have been upgraded.
- 32.15 31 clubs are now accredited with a further 18 Clubs working towards accreditation.
- 32.16 A 12% increase in the number of clubs entering junior championships with full representation at the 2010 Inter regional championships.

Scholarship Coaches

- 32.17 95 coaches have been registered on the scheme since 2008 with a 25% turnover averaging 2 per region.
- 32.18 To make the best value for money nationally funded development opportunities took place; Study tour for European Youth Finals in Rotterdam, 3 FIVB Courses, 2 National Conferences and mentoring opportunities.
- 32.19 25 coaches have gained an FIVB qualification (13L1 & 12L2).

Future Direction 2011 – 13

- 32.20 Reduce support to Regional/Divisional Talent Programmes.
- 32.21 Due to reduced funding focus support on a smaller number of clubs and coaches who are delivering talent to national programmes.
- 32.22 Integrate with National Programmes and align to junior academies initiative.
- 32.23 Janet Inman outlined the principles of CSP funding available which will be an opportunity to capitalise on. For information Wendy Campbell is heading up the CSP.

EB/10-11/33 2010/11 Budget Reforecast and Budget 2011/12

Reforecast 2010/11

- 33.01 The original budget set and approved by the Board shows a budgeted deficit of £16k. After recent discussions with budget holders a full review of income and expenditure the current forecast shows a potential surplus of £32k.
- 33.02 There is some element of risk in the income forecast as we are still due to bring in £450k during the last two months of the year. Approximately £345k of this target is grant monies that have already been received. Of the remaining amount £44k is from coaching courses which are planned to take place before the year end. Costs will not be incurred if any of the courses do not take place.
- 33.03 There is a risk that the money is not spent in this financial year as the remaining £669k to spend represents 25% of the new forecast budget. Certain elements of this expenditure are linked to funding so if the work

does not happen then the income cannot be counted his year, dependent on the terms and conditions of the grant. The Senior Management Team are monitoring this situation closely, not only for the current year but also for the next year. The Board and Senior Management Team will also work closely to ensure that all Commissions utilise their finances correctly and efficiently.

SMT/Board

- 33.04 Budget papers will be prepared by Emma Fielding, Finance Manager on a monthly basis which will be issued accompanied with commentaries.

EF

Budget 2011/12

- 33.05 John Boughton confirmed that the budget is an integrated process aligned with the Delivery Plan, identifying budgets and targeting in the Interventions set by the Senior Management Team.

- 33.06 In future budgeting figures will be shared with the Commissions at an earlier stage of the process to gain an improved working practice.

JB/ML/EF

EB/10-11/34 London 2012 Test Events

- 34.01 The schedule of Test Events has been published.

- 34.02 Men's Volleyball 20 – 24 July 2011 Earls Court

Women's Volleyball 9 – 14 August 2011 Horse Guards Parade

- 34.03 The British Volleyball Federation are supporting the men's team with LOCOG looking into the possibility of supporting the women's team.

- 34.04 The Test Event is expected to generate considerable interest with possible TV coverage due to the chosen venues, in particular Horse Guards Parade.

- 34.05 Due to media coverage the women's compulsory bikinis to be worn on beach events might come into question. The Board agreed that a corporate statement needs to be agreed in readiness.

MB/RH

EB/10-11/35 Risk Assessment

- 35.01 Martin Lindsey presented the Risk Assessment Report to the Board and reiterated that this was a live document and should be continually under review and will be a permanent agenda item on SMT meetings. The Board will be updated on a quarterly basis. The Risk Assessment Paper was accepted.

ML

EB/10-11/36 Continental Cup Presentation

- 36.01 The Continental Cup presentation was presented to the Board by Sanjib Sahota, National Competition and Events Manager.

- 36.02 Following acceptance of Volleyball England's bid submitted last year to host the event a grant was awarded of up to £110k from UK Sport plus a £5k contribution from Volleyball England.

- 36.03 The event will be open for National teams from WOVD member countries with a maximum 12 slots for men's teams.

36.04 The venue selected to host the event is the National Volleyball Centre, Kettering 7th – 17th July 2011 with the Opening Ceremony taking place on the 10th July.

36.05 To date a number of teams have expressed interest and more are expected to follow.

The main objectives of the event is to:

36.06 Provide increased international competition opportunities against appropriate level teams for the GB Sitting Men.

36.07 To act as a unofficial test event for the Paralympic Games ensuring the training of key sport specific volunteers.

36.08 Support work being done to increase Sitting Volleyball Centre membership.

36.09 To showcase across the World excellent practice to place Volleyball England as a World leading NGB.

36.10 Increase the profile of the sport and team GB within the UK.

EB/10-11/37 Regional Commission Update

37.01 The Regional Commission met on the 19th February. The Framework was reviewed and accepted with the exception of one contentious item.

37.02 The Commission are not happy with the wording that the Board has the right to make the selection of new Commission Presidents. Rewording is to be investigated.

LW

EB/10-11/38 Any other Business

38.01 Congratulations to Audrey Cooper who has been invited to be a member of the CEV Coaches Commission.

38.02 Ben Calveley, International Influence Manager, UK Sport has agreed to increase their contribution to the CEV Board of Administration Meeting recently held in London to £11,000.

38.03 Brian Stalker has resigned from his position on the British Volleyball Federation Board due to possible conflicts with his new role at LOCOG. This leaves a vacancy for a new member – Richard Callicott asked Board Members to consider if they would like to put themselves forward.

Board

The meeting finished at 13.00

The next meeting is scheduled for Saturday 21st May 2011, National Volleyball Centre, Kettering commencing @ 10 am.